

## Instructions for OPI Users

After successfully logging in, RevCom will display the **Document List** page. This page will list all of the available drafts for which you are the designated OPI. Click on the document title and RevCom will display the Paragraph List page.

The **Paragraph List** page is used primarily to respond to individual comments that have been submitted to RevCom and to make an overall comment about the document. At the top of the page, you will see two rows of blue links that make up the RevCom toolbar. These links will change depending on what you are doing in RevCom; however, the meaning of the individual links always remains the same (e.g., the Home link will always return you to the Document List page).

The **Set Site Deadline link** will take you to the Document Due Dates page, which lists the Global Due Dates (the dates the entire review period begins and ends) and any due dates that have been set by individual sites. At present, the Directives Management Team sets Global Due Dates, so you cannot change anything on this page.

The **Select a Paragraph link** will always return you to the Paragraph List Page, which displays links to all of the paragraphs in this draft document.

The **Submit Comments Package link** will take you to the Send Package Page. This is essentially the final page of the RevCom application: you will use this page to send your completed response package to the Directives Management Team. The response package is a concept RevCom uses to describe the sum total of all comments and responses. Much as you would combine all of your responses in an envelope when you are finished with a draft document, RevCom allows you to send the completed responses on to the Directives Management Team. Simply confirm that you are indeed ready to send your responses and click on the Submit link. You may also use this page to review all of your responses to comments, or you can use the RevCom Comment Trail.

The **Comment Trail link** will take you to the initial Comment Trail of Comments page. Comments and responses are divided into Major and Suggested matrices, so you must select which Comment Trail you wish to review. Having selected a Comment Trail to view, you will see any overall comments plus a table which lists paragraph titles from the document, your responses listed by paragraph, HQ/Field Element comments by paragraph, and any SME comments. Click on the link in any HQ/Field Element comment to view Labs/M&O contractor comments that were submitted to that HQ/Field Element. Click on the Draft link to return to the Paragraph List page.

On the Paragraph List page, you may either type a general comment into the box marked **Overall Comment**, or select a paragraph to review and respond to comments. Though you can always make an overall comment on a document, you cannot respond to paragraph-level comments if there are no comments to respond to (i.e., no comments

have been submitted by the HQ/Field Elements). Click on the link to any paragraph to go to the comment page.

On the **comment page**, use the links in the top half of the page to navigate to the Next or Previous paragraph in the document. Use the comment box in the bottom half of the page to respond to the comments you see listed there. Be sure to indicate the nature of your response (e.g., Accept, Accept with comments, etc.). After you have typed your response, click on the Record link at the bottom of the page to record your comments and make them part of your response package. Click on the Draft link to return to the Paragraph List page.

Click on the **Assign SMEs link** to go to the Manage SMEs page, where you will create and maintain your list of SMEs. Every OPI and DPC has the ability create groups of SMEs who will be asked to comment on this and other draft documents. You may either create one group with all of your SMEs assigned to that group, or create several groups and assign SMEs to them according to their areas of expertise. Regardless of how you set up your groups, RevCom always allows you to assign SMEs to a particular document on either a group or individual basis, or some combination of the two.

Once you have created one or more groups and added SME e-mail addresses to the group(s), you can assign these groups to individual draft documents and notify the SMEs they have been assigned to a particular document. By assigning SMEs to a document, you will also be able to tell whether they have actually submitted their comments to RevCom.

On the Manage SMEs page, click on the **Manage Groups of SMEs button** to begin creating your SME groups; if you have already created one or more groups, use this link to modify or delete them, or to add new groups. Type the name of the Group (use something meaningful, e.g., "Procurement") to be created and click on the **Create button**. Once you have created an SME group, you can add SMEs to that group; click on the ADD button to add SMEs to an existing SME group. Type the full internet e-mail address of the SME to be added, then click on the submit link.

Once you have created SME groups, and added one or more SMEs to the groups, you can assign these groups to a specific draft document. To assign SMEs to a document, click on the SME link on the RevCom toolbar at the top of any page: this will return you to the Manage SMEs page. On the Manage SMEs page, click on the **Assign SMEs button**. On the Assign SMEs page, you will see a list of all of your SME groups, with individual SMEs listed under each group. Select the group(s) and/or individual SMEs to be assigned to this document, then click on the **Assign button** to save your assignments (you can always come back and change these assignments later). After you save your assignments, click on the Notify button and RevCom will automatically send the following notice to all of your assigned SMEs:

Dear sme-name@yoursite.gov:

You have been assigned as a Subject Matter Expert (SME)  
by the commentor at organization: YOURSITE to the following document

Document: DOE P 251.1  
Document Type: DOE Directives

in the Review and Comment System (RevCom).

Your comments for this document are due by 12/31/98 23:59:59 Eastern Time Zone.

To review the document, you need to log into the Review and Comment System.

To do that, please go to this web address

<http://www.revcom.doe.gov>

When you are in the login page, select the correct document type, then type your email address and any authentication code asked for.

Thank you for participating in the Review and Comment process.

Every time the due dates for the review cycle for a document are changed, the Directives Management Team will use the **Notify button** to advise DPCs, OPIs, and SMEs of the change.